

# All Saints, Hérault

## The English Church at Saint Pargoire

### Minutes of the Chaplaincy Council Meeting held at Les Vents Chantants, Mas Canet, Merifons, at 10 am on Wednesday 15 July 2014

Present: Revd Roger Smith (Chairman), Patricia Bigot, Ros Heley, Sally John, Julie Johnson, Alison Kane, Barbara Marsh, Christine Marshall, Jenny Morgan, Delia Smith & Nigel Summersall.

The sign-in sheet was completed, the chairman welcomed everyone, and thanked Jenny for providing such a wonderful meeting room. He opened the meeting with prayer.

|   | <b>Action</b>                               |
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| 1 <b>Apology for absence</b> was received from Revd Richard Acworth.  |   |
| 2 <b>Minutes of the meeting held on 16 April 2014</b> were approved and signed by the chairman as a correct record.   |   |
| 3 <b>Matters arising</b>  |   |
| 3.1 <b>Minute 3.2 Redesignation of Bank Account</b> Nigel reported no progress.   | Nigel                                       |
| 3.2 <b>Minute 3.3 World War One Centenary</b> Roger and Julie had produced the outline of a meditative service, to be held on Friday 1 August at the changed time of 10.30 am. Simply Church had not yet been invited; Roger would email them and Christine would speak to Diane McKnight. Roger would also try to ask permission to use the chapel (which was always open to all); he had found two possible telephone numbers.<br><br>Julie would write an email for Patricia to forward to everyone on the chaplaincy mailing list, asking for family stories/memories of World War One. | Roger<br>Christine<br><br>Julie<br>Patricia |
| 3.3 <b>Minute 3.4 Tax deductible giving</b> No further progress had been made. Nigel had set himself the target of producing the necessary paperwork for the council to approve prior to the Annual General Meeting.  | Nigel                                       |
| 3.4 <b>Minute 8 Music Team hymn requests</b> Patricia had omitted to ask on the notices that hymn requests be sent to Alison. She would rectify this omission on the next notices.  | Patricia                                    |
| 4 <b>Finance</b>  |   |
| 4.1 <b>Payments pending</b> Annual insurance premium of 211,15 € and Diocesan “quota”.<br><br>The Diocesan Finance Secretary had written requesting a contribution to the Diocesan Common Fund of £100 (125 €) for 2014, £200 (250 €) in 2015 and full participation in 2016. It was <b>agreed</b> that the 125 € requested should be paid for 2014. Nigel would draft a reply raising questions about contributions for future years, as the formula outlined in the Finance Secretary's letter suggested that 250 € next year would be more than the full participation amount.           | Barbara<br>Nigel                            |
| 4.1.1 In connection with the 240 € contribution already made to the Continuing Ministerial Education Fund, it had been learnt at synod that this fund now had a broad brief, chaplaincies were encouraged to draw on it and should talk to the Archdeacon if they had an idea for spending CME money. Some of the CME money may be spent on a Diocesan Clergy Conference when the new Bishop is in post.  |   |

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| 4.2   | <p><b>Budget and Income &amp; Expenditure</b> Updates had been distributed with the meeting papers. The bank balance was 3913.44 €. Delia asked for clarification of the donation of 50.86 € to TeacherAid. Barbara said this was wrongly recorded and was the equivalent of the £45 Reader training registration fee. Nigel would correct this and other small items of expenditure identified as wrongly recorded in the accounts.</p>   | Nigel    |
| 4.3   | <p><b>Charitable giving</b> Roger asked for suggestions of charities to be supported. It was agreed that Patricia would email those on the chaplaincy mailing list asking for suggestions, complete with website address and reason for the suggestion(s), and that the congregation would be consulted after the September service. The council would use this consultation to help them decide at their next meeting.</p>  | Patricia |
| <p>Following the very happy service and shared lunch at Roquessels, WaterAid, a charity dear to Simon and Monica Coulshaw, was suggested as a charity to be supported.</p>                                  |  |          |
| 5   | <p><b>Correspondence</b> The following had been distributed and were covered elsewhere on the agenda.</p> <ul style="list-style-type: none"> <li>• Letter from Bishop David re Diocesan Safeguarding Policy (dealt with at April meeting).</li> <li>• Email exchange with Roger Armson re event on 12 October.</li> <li>• Correspondence with Diocesan Finance Officer re CME Fund and Common Fund contributions.</li> <li>• Christine's suggestions re the life and work of the chaplaincy (for which Roger thanked her as bringing “new eyes”).</li> <li>• Letter of thanks to Mayor of Roquessels.</li> </ul> |          |
| 6   | <p><b>Safeguarding</b> Jenny had completed the Safeguarding Policy document and had passed it to Roger for reading. It was agreed that the council would have a training morning, perhaps during the winter, in order that council members be fully aware of the contents of the document, the responsibilities of the chaplaincy and safe practices.</p>  | Roger    |
| <p>Jenny's contact details (as Safeguarding Officer) should be published in church. Sally agreed to make laminated cards to be displayed on the chaplaincy “sandwich board” and the gate of the Temple.</p> |  |          |
| 7   | <p><b>Music Team Report</b> Alison reported as follows.</p> <ul style="list-style-type: none"> <li>• The team continued to try to cover all tastes and would continue to invite suggestions for hymns.</li> <li>• The team was grateful to Peter Fawcett for playing the keyboard for the July and August services.</li> <li>• The practicalities of a suggestion that a chaplaincy choir be formed had been discussed; the team did not feel able to take this forward.</li> <li>• The next music team meeting would be held on 15 August.</li> </ul>   |          |
| <p>They were thanked by the council, and especially by Roger, for their work.</p>   |  |          |
| 8   | <p><b>Website &amp; Publicity</b></p>  |          |
| 8.1   | <p><b>Website Report</b> Julie reported that she currently had enough material and the split of responsibilities between herself and Sally with Roger as “help desk” was working well. The change from monthly up-dates to as-and-when was welcomed. Barbara</p>   |          |



if invitees were to attend the lunch but not the service.

- As well as Simply Church, members of the Église Protestante Unie would be invited. Bobbie Trickett would be asked to do this.

- 12.2 **Carol Service at Fontès** This would be held on the second Sunday in December, the 14th, as usual.
- 12.3 **Evensong** Peter Fawcett had said he would like to play for a Sung Evensong service. Alison would ask if he would be available to do this on 26 October. Alison
- 13 **Gluten Allergy and Holy Communion Bread** Following a less than successful trial of gluten-free bread at the July service, Alison would research this further and liaise with Barbara, who offered to make bread if she had a recipe and suitable ingredients. Alison  
Barbara
- 14 **After-service coffee** Managing this for the increasing congregation was discussed. It was decided that the urn could make sufficient coffee. There was only one kettle for tea; this was currently enough for those who requested tea. Using lots of trays to carry fewer cups on each would make for safer distribution and the person on the rota should be asked to seek help on the day from other members of congregation (as happened in part already). A supply of coffee would be bought from church funds, leaving those on the coffee rota to provide milk and cake/biscuits. Patricia
- 15 **Proposal for a monthly shared lunch** This was discussed, as a way of members of the congregation getting to know one another better. It was decided that, rather than a fixed monthly event, occasional low-key bring and share lunches in the Temple after services be added to bring and share events such as the ones for Harvest, at Roquessels and other special occasions.
- 16 **Access to Electoral Roll** This was discussed, following Christine's suggestion that making available the names and addresses of other chaplaincy members might facilitate care and concern amongst the widespread congregation. Patricia reported that some members had specifically said they did not wish their details to be published. This was at odds with the Church of England requirement that the Electoral Roll, showing names and addresses, be on display in church at least at times of revision and before each AGM and should also be available to any bona fide inquirers. It was decided that this issue would need to be dealt with at the next AGM. Nigel for  
AGM  
agenda
- 17 **Date and place of next meeting** Thursday 6 November in the Temple at 10 am.
- 18 **Any other business** Ros had received a request from Bobbie Trickett that the grass at the Temple be cut. Nigel volunteered to do this.

The meeting closed at 12.15 pm.